



**City of Tigard Comprehensive Plan
Citizen Involvement Policy Interest Team Meeting Agenda
August 15, 2007
7:00 – 8:30 pm**

Agenda for Meeting #2

PLEASE NOTE: This will be a joint meeting of the Citizen Involvement Policy Interest Team and the Committee for Citizen Involvement (CCI). As such, the Comprehensive Plan discussion will take place as an agenda item on the CCI regular meeting agenda.

7:25 – 7:35	Discussion of Draft Building Blocks Discussion: <ul style="list-style-type: none">- additions- changes- deletions	Marissa Daniels, Citizen Involvement PIT Staff Leader All
7:35 – 7:45	Evaluation Exercise and Discussion	All
7:45 – 7:50	Closing Comments Adjourn Policy Interest Team Portion of regular CCI meeting	Marissa Daniels, Citizen Involvement PIT Staff Leader

TIGARD COMPREHENSIVE PLAN POLICY BUILDING BLOCKS

REVISED AS OF 6/21/2007

CITIZEN INVOLVEMENT

GOAL: 1. Provide citizens, affected agencies and other jurisdictions the opportunity to participate in all phases of the planning process.

POLICY BUILDING BLOCKS:	DRAFT POLICIES AND ACTION MEASURES:	
<p><u>Policy Principle (Cornerstone):</u> The Citizen Involvement Committee is important to Tigard. <i>(2 green dots)</i></p> <p><u>Other Building Blocks (actions and results):</u></p> <ul style="list-style-type: none"> ▪ The City shall establish / maintain a Citizen Involvement Committee. ▪ The CIC should represent a broad range of interests. <i>(1 green dot)</i> ▪ Promote citizen involvement relating to City actions, especially land use, major policy initiatives and projects. ▪ The CIC (should) <u>can/may</u> advise the City Council, Planning Commission, Staff and other City Boards in ways to involve Tigard's citizens / stakeholders <u>for the purpose of</u> increasing overall civic engagement. <i>(1 green dot)</i> 	<p><u>Policies:</u></p> <p>1.1 The City shall maintain a Committee for Citizen Involvement representative of a broad cross-section of the Community to: <i>(4 green dots)</i></p> <ul style="list-style-type: none"> a. Make recommendations to the city regarding ways to engage the public in city issues and projects. b. Develop and help implement a public information and citizen involvement program applicable to a wide range of issues, and c. Enhance Tigard's overall level <u>and quality</u> of civic engagement by promoting <u>meaningful</u> citizen involvement in city government <p><u>Action Measures:</u></p>	<p>Formatted: Bullets and Numbering</p> <p>Comment: Stakeholders needs to be defined and should be included. There are many areas outside of the City, such as Bull Mountain that are also effected by City Policy.</p> <p>Deleted: and</p> <p>Comment: Engagement should be meaningful, more than just sending notice.</p> <p>Deleted: e</p> <p>Comment: How can we achieve this? Meeting with City Council once a year is not working. What is the procedure for getting projects and ideas off the ground to staff and City Council? The CCI would like to ensure there is effective communication with City Council.</p>

POLICY BUILDING BLOCKS:	DRAFT POLICIES AND ACTION MEASURES:	
<p><u>Policy Principle (Cornerstone):</u> Tigard Citizens need to know their role in each phase of the planning process. <i>(2 green dots)</i></p> <p><u>Other Building Blocks (actions and results)</u></p> <ul style="list-style-type: none"> ▪ The City shall define the roles and expectations in advance for each phase of the planning process. <i>(2 green dots)</i> ▪ The citizen involvement effort shall be appropriate to the scale of the planning effort. <i>(1 green dot)</i> ▪ <u>Citizens need follow through from the City regarding their input. For example, a final findings report. This way citizens can see clearly that there involvement was not a waste.</u> ▪ <u>Citizens and stakeholders need to know how, where, when and why get involved.</u> ▪ <u>It is important for citizens to know they really can make a difference.</u> 	<p><u>Policies:</u> 1.2 The City shall define and publicize an appropriate role for citizens in each phase of the planning process.</p> <p><u>Action Measures:</u> 1.1 Recognize citizens, organizations, and stakeholders who put forth exceptional civic efforts. 1.2 Work with the Tigard-Tualatin School District and local private schools to encourage the involvement of youth in City government.</p>	<p>Comment: The phases if the planning process are defined in the statewide planning goals. We can include this in a definitions section.</p> <p>Comment: Early education about civic engagement is important. Kids in school should be taught that they can make a difference in their local government.</p> <p>Comment: Success stories can inspire others to get involved. This would be a good way for the City to give examples of citizens who have made a difference.</p>

POLICY BUILDING BLOCKS:	DRAFT POLICIES AND ACTION MEASURES:	
<p data-bbox="319 173 688 203"><u>Policy Principle (Cornerstone):</u></p> <p data-bbox="319 203 934 306">Boards and committees <u>(should?)</u> provide the opportunity for meaningful citizen involvement focused on a particular issue or topic. <i>(1 green dot)</i></p> <p data-bbox="319 342 829 371"><u>Other Building Blocks (actions and results)</u></p> <ul data-bbox="319 378 955 511" style="list-style-type: none"> <li data-bbox="319 378 955 511">▪ The City shall establish Boards and Committees to provide additional support to the Planning Commission, City Council, City staff, <u>residents and stakeholders</u>. <p data-bbox="319 518 970 647"><u>Neighborhood level participation is important. The formation of a neighborhood program should be periodically reviewed by Council. Is the program being maintained? Is it effective?</u></p>	<p data-bbox="1026 173 1129 203"><u>Policies:</u></p> <p data-bbox="1026 203 1705 306">1.3 The City shall establish citizen advisory boards and committees when additional support is needed by the City Council, Planning Commission, or City staff.</p> <p data-bbox="1026 342 1239 371"><u>Action Measures:</u></p> <p data-bbox="1026 378 1711 482">1.3 Additional citizen task forces shall be appointed by the City Council, as the need arises, to advise the City with regard to Comprehensive Plan issues.</p> <p data-bbox="1026 518 1675 579">1.4 Develop and maintain a neighborhood planning program.</p>	<p data-bbox="1753 241 2053 323">Comment: Meaningful citizen involvement can be brought out by both positive or negative experiences. <i>(2 green dots)</i></p> <p data-bbox="1753 449 1864 472">Deleted: and</p> <p data-bbox="1753 485 2053 527">Comment: Stakeholders can include community organizations.</p>

POLICY BUILDING BLOCKS:	DRAFT POLICIES AND ACTION MEASURES:
<p><u>Policy Principle (Cornerstone):</u> Staff and financial support is crucial to the maintenance of a citizen involvement program. (2 green dots)</p> <p><u>Other Building Blocks (actions and results)</u></p> <ul style="list-style-type: none"> ▪ The City shall support the Citizen Involvement Committee and any other appropriate board or committee. (3 green dots) 	<p><u>Policies:</u> 1.4 The City shall provide staff and financial support to the Committee for Citizen Involvement and any other necessary board and committee.</p> <p><u>Action Measures:</u> 1.5 Assist and support any City Council recognized citizen group in providing adequate meeting places, distribution of materials, policy direction, and staff involvement.</p>

Deleted: necessary

GOAL

2. Ensure all citizens have access to:
 - a. Information on issues in an understandable form, and
 - b. Opportunities for two-way communication with city staff, elected and appointed officials.

POLICY BUILDING BLOCKS:	DRAFT POLICIES AND ACTION MEASURES:
<p><u>Policy Principle (Cornerstone):</u> Information shall be accessible to all members of the community. <i>(3 Dots)</i></p> <p><u>Other Building Blocks (actions and results)</u></p> <ul style="list-style-type: none">▪ <u>Information should be pertinent, useful, and timely.</u>▪ <u>Information needs to be accessible to the growing number of community members who do not speak English.</u>▪ Tigard Beyond Tomorrow (TBT) 2005 report Communication Goal #1 “City will maximize accessibility to information in a variety of formats...”▪ A TBT resulting strategy is to “encourage public participation through accessibility and education.”<ul style="list-style-type: none">▪ <u>Information needs to use plain, simple easy to read language (no jargon).</u> <i>(1 Dot)</i>	<p><u>Policies:</u></p> <p>2.1 The City shall ensure pertinent information is readily accessible to the community and presented in such a manner that even technical information is easy to understand.</p> <p><u>Action Measures:</u></p> <p>2.1 When necessary, provide translations of information to members of the community who do not speak English.</p>

POLICY BUILDING BLOCKS:	DRAFT POLICIES AND ACTION MEASURES:
<p><u>Policy Principle (Cornerstone):</u> The City shall use a variety of communication methods. <i>(4 Dots)</i></p> <p><u>Other Building Blocks (actions and results)</u></p> <ul style="list-style-type: none"> ▪ The 2005 citizen leadership communications survey found that there was not one best way to stay in touch, a multitude of approaches are necessary. ▪ Tigard Beyond Tomorrow (TBT) 2005 report Communication Goal #1 “City will maximize accessibility to information in a variety of formats...” ▪ A TBT 2005 strategy is to evaluate the effectiveness of the communication tools used. 	<p><u>Policies:</u></p> <p>2.2 The City shall utilize communication methods such as mailings, posters, newsletters, and any other available media as part of the citizen involvement program and continue to evaluate the effectiveness of the methods used.</p> <p><u>Action Measures:</u></p> <p>2.2 The City shall periodically review notification requirements and methods to determine if they adequately provide notice to affected citizens and revise these requirements and methods as necessary.</p> <p>2.3 Continue to publish information on land use planning issues in a form accessible to all citizens.</p>

POLICY BUILDING BLOCKS:	DRAFT POLICIES AND ACTION MEASURES:
<p><u>Policy Principle (Cornerstone):</u> Education is important for facilitating meaningful participation. <i>(3 green dots, 1 yellow)</i></p> <p><u>Other Building Blocks (actions and results)</u></p> <ul style="list-style-type: none"> ▪ The City shall provide education to help citizens make informed decisions about policy. <ul style="list-style-type: none"> ▪ TBT 2005 strategy: “maximize”, “encourage public participation through accessibility and education.” 	<p><u>Policies:</u></p> <p>2.4 The City shall work to maximize the citizen involvement program by encouraging participation through education and accessibility.</p> <p><u>Action Measures:</u></p>

Comment: Education, in addition to information, needs to be timely.

Comment: How is this done?

POLICY BUILDING BLOCKS:	DRAFT POLICIES AND ACTION MEASURES:
<p data-bbox="319 173 688 203"><u>Policy Principle (Cornerstone):</u></p> <p data-bbox="319 206 953 306">The City shall provide a response to citizens who have submitted recommendations through the citizen involvement program. (3 Dots)</p> <p data-bbox="319 342 829 371"><u>Other Building Blocks (actions and results)</u></p> <ul data-bbox="373 375 1003 1027" style="list-style-type: none"> <li data-bbox="373 375 1003 440">▪ The City shall provide a feedback mechanism. (1 Dot) <li data-bbox="373 443 1003 508">▪ <u>The feedback mechanism should be defined in advance of citizen comment.</u> <li data-bbox="373 511 1003 576">▪ <u>Citizens need to feel value in their participation.</u> (1 Dot) <li data-bbox="373 579 1003 644">▪ The City shall ensure citizens receive a response from policy-makers. (1 Dot) <li data-bbox="373 647 1003 745">▪ <u>Response to citizen comment needs to be welcoming, timely, and include suggestions for how the citizen can be involved further.</u> <li data-bbox="373 748 1003 885">▪ <u>In some instances the City must make changes to comply with Federal, State, or Metro directives despite citizen comment. These instances should be publicized as such.</u> <li data-bbox="373 888 1003 1027">▪ <u>Statewide planning goal 1 states “a process for quantifying and synthesizing citizens' attitudes should be developed and reported to the general public”.</u> 	<p data-bbox="1026 173 1136 203"><u>Policies:</u></p> <p data-bbox="1026 206 1726 306">2.3 The City shall ensure citizens receive a timely response from policy-makers regarding recommendations made through the citizen involvement program.</p> <p data-bbox="1026 375 1241 404"><u>Action Measures:</u></p> <p data-bbox="1026 407 1726 472">2.4 A final citizen involvement report shall be included at the end of any major decision or process.</p> <p data-bbox="1026 508 1726 573">2.5 Define the feedback mechanism in advance of citizen comment.</p>

POLICY BUILDING BLOCKS:	DRAFT POLICIES AND ACTION MEASURES:
<p><u>Policy Principle (Cornerstone):</u> In addition to Boards and Committees the City shall encourage participation from citizens on many different levels. <i>(4 green dots)</i></p> <p><u>Other Building Blocks (actions and results)</u></p> <ul style="list-style-type: none"> ▪ The City shall involve citizens in many different capacities: individuals, interest groups, and community organizations for example. <i>(1 green dot)</i> <ul style="list-style-type: none"> ▪ Tigard has many active organizations and individuals that can provide valuable input. 	<p><u>Policies:</u></p> <p>2.5 The City shall seek citizen participation and input through community organizations, interest groups, and individuals in addition to City sponsored boards and committees.</p> <p><u>Action Measures:</u></p>